August 25, 2015   **GOM 2015-30**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler
           Chief, Program Administration & Services Division

SUBJECT: **September 2 Competitive Cal Grant Community College Enrollment
           and GPA Submission Information**

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2015-16 September 2 Grade Point Average (GPA) and enrollment submission processes for the Competitive Cal Grant A and B programs. These awards are for students attending an eligible CCC this 2015-16 fall term.

Students eligible to participate in the 2015-16 Cal Grant CCC Competition are those who:

- Did not receive a March 2 Cal Grant award.

- Applied after the March 2 deadline.

- Have completed a 2015-16 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 2, 2015.

- Have submitted a verified GPA to the Commission for the 2015-16 award year by September 2, 2015.

- Have their Social Security number included on a CCC enrollment upload file.

Students offered an award must enroll in and attend a California Community College for the 2015-16 fall term to receive payment.

Cal Grant GPA Verification and Submission

- Refer to the [Cal Grant GPA Calculation Instructions](#) for complete details on how to calculate a high school, college, community college or reestablished GPA.

- Authorized school officials are encouraged to submit verified GPAs by uploading data files through WebGrants using the regular GPA upload option. Refer to the WebGrants [GPA Upload Record Layout](#) for the file specifications. The deadline for GPA submission is September 2, 2015.

- If a student chooses to submit the paper Cal Grant GPA Verification form, advise the student to keep a copy for their records and obtain a $1.35 U.S. Postal Certificate of Mailing, which must be postmarked no later than September 2, 2015.

- Identify Community College Reestablished GPAs by clicking in the *Re-established* check box before uploading. When uploading both regular and reestablished GPAs, each requires a separate data file upload.

- If completing a paper GPA Verification Form, fill in the oval that identifies the verified GPA as a reestablished GPA, if applicable.

California Community College Enrollment Verification and Submission

- Upload enrollment data files directly to the Commission through WebGrants. Users have the option to upload a complete data file or to enter individual records. The Enrollment Record Layout Specifications are the same as last year.

- California Community Colleges should report the Social Security numbers of all students enrolled for fall 2015, regardless of the number of units in which the student is enrolled.

- Semester Community College campuses submit enrollment data no later than September 11, 2015; quarter schedule campuses no later than September 18, 2015.

- The Commission anticipates processing the September 2 competitive award cycle on September 25, 2015.

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